



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
**DIVISION OF ACCOUNTING**

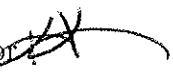
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**M E M O R A N D U M**

**#11-16**

**TO:** All Department and School Fiscal Officers  
**FROM:** Kristopher Knight, Director   
**DATE:** May 19, 2011  
**SUBJECT:** Year End Requisition Deadline

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In the Year End Close memo, the Division of Accounting indicated the cutoff date for Requisitions to be entered in FSF as June 3, 2011.

However, agencies and school districts may enter requisitions any time during the week of June 6, 2011, **provided the requisition is Approved and has a Valid Budget check so that it can be sourced to a Purchase order no later than June 10, 2011.**

This means that the Requisition must pass a valid budget check and have all Approvals applied **before close of business on June 9, 2011.** Those requisitions will source to a PO in the nightly processing with a PO date of June 10, 2011.

If you have any questions, please contact the FSF Service Desk at: [FSFServiceDesk@state.de.us](mailto:FSFServiceDesk@state.de.us) or (302)-526-5600.